

# ***Create an Invoice and Print an Invoice Register***

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## **Scope**

This procedure covers how to manually create an invoice in the Oracle FMS.

Use this procedure whenever you need to manually create an invoice in the Oracle FMS.

This procedure will be used primarily by Direct Loan Servicing (DLS) personnel to manually enter invoices for manual refunds. However, other personnel may use this procedure to create invoices in the Oracle FMS. While the example detailed in this procedure relates to DLS, the procedure steps are standard for creating an invoice.

This procedure also shows you how to create the Invoice Register Report, which will detail all individual invoices contained in a unique invoice batch.

This procedure does not cover how to approve or pay an invoice.

## **System References**

N/A

## **Policy**

N/A

## **Responsibility**

SFA (Program) Invoice User

SFA (Program) Invoice Manager

## **Distribution**

N/A

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## Ownership

N/A

## Activity Preface

This procedure details how to enter new invoices manually into FMS. You may also use this procedure to review and update existing invoices.

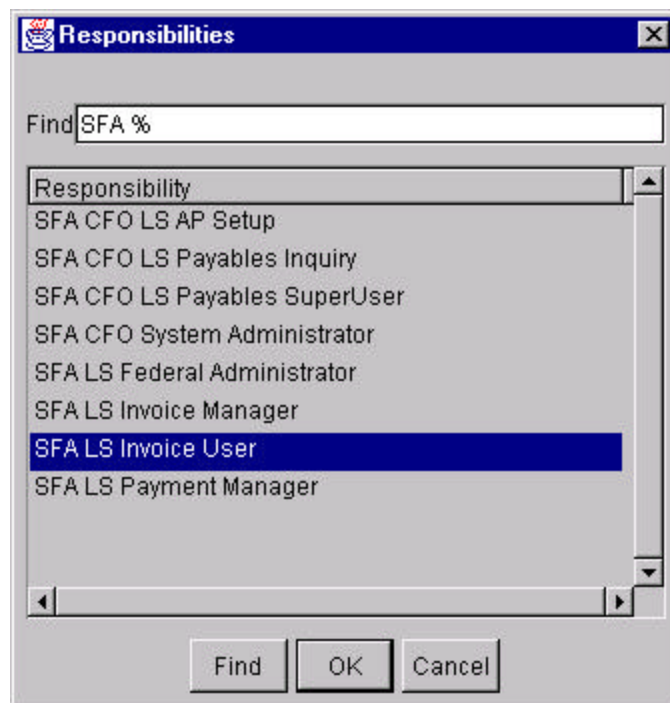
This procedure has two steps:

Step 1 details how to create an invoice.

Step 2 details how to print an Invoice Register, which shows the detailed invoice information for a specific invoice batch.

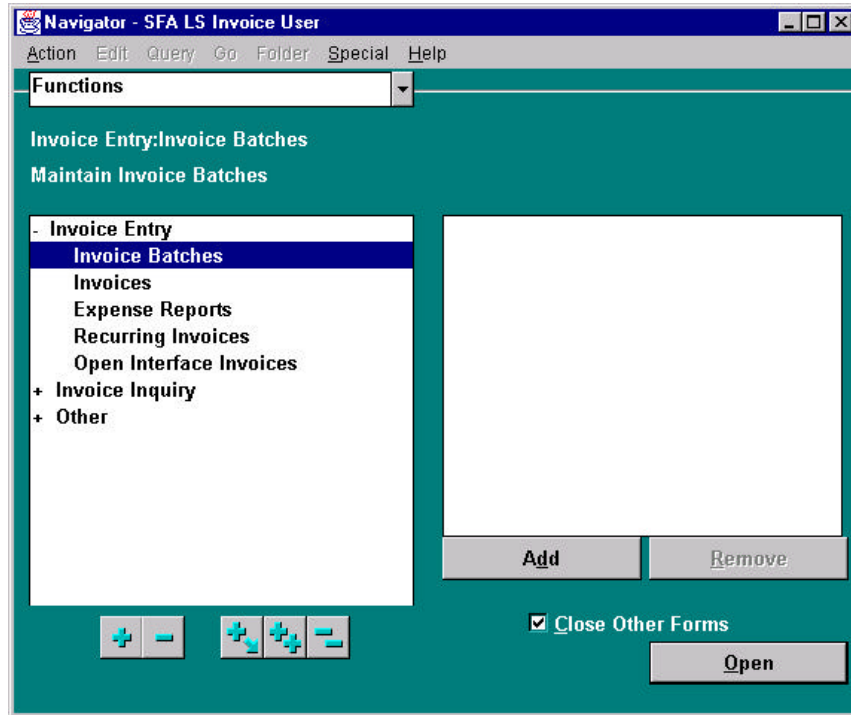
This procedure uses Direct Loan Servicing (DLS) as an example, since DLS must manually create invoices to issue RO, EDS, and LC refunds. However, the procedure is a standard procedure for creating an invoice in Oracle.

### Create an Invoice-SFA (Program) Invoice User; SFA (Program) Invoice Manager

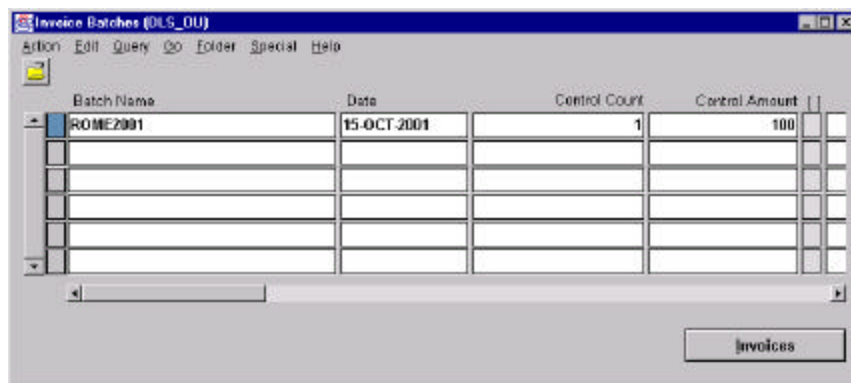


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1. From the Responsibilities window, Select the *SFA DLS Invoice User* responsibility and Click on the OK button. The Navigator window appears.



2. From the Navigator window, Double-Click on **Invoice Entry**. Double Click on **Invoice Batches**, and the Invoice Batches window appears.



3. From the Invoice Batches window, enter the following:

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- Batch Name – use the following standardized nomenclature for Batch Name:

Type of Batch	Description	Example
Borrower Overpayment	<p>The first four digits are <b>ROME</b></p> <p>The fifth digit is the last digit of the fiscal year (i.e., 2 for fiscal year 2002)</p> <p>The last three digits are a sequential number (i.e., 001 for the first and then 002 for the next, etc.)</p>	<p>The following example shows the first batch name for borrower overpayments for fiscal 2002:</p> <p><b>ROME2001</b></p> <p>* note: the Batch name is in capital letters with no spaces</p>
Unapplied Payment	<p>The first four digits are <b>UNME</b></p> <p>The fifth digit is the last digit of the fiscal year (i.e., 2 for fiscal year 2002)</p> <p>The last three digits are a sequential number (i.e., 001 for the first and then 002 for the next, etc.)</p>	<p>The following example shows the first batch name for unapplied payments for fiscal 2002:</p> <p><b>UNME2001</b></p> <p>* note: the Batch name is in capital letters with no spaces</p>
EDS (Loan Consolidation)	<p>The first four digits are <b>LCME</b></p>	<p>The following example shows the</p>

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	<p>The fifth digit is the last digit of the fiscal year (i.e., 2 for fiscal year 2002)</p> <p>The last three digits are a sequential number (i.e., 001 for the first and then 002 for the next, etc.)</p>	<p>first batch name for EDS payments (Loan Consolidation - LC) for fiscal 2002:</p> <p>LCME2001</p> <p>* note: the Batch name is in capital letters with no spaces</p>
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- Control Count – this is the total number of invoices in the Invoice Batch
- Control Amount – this is the sum dollar amount of the invoices in the Invoice Batch

**FYI:** If you are entering several Invoice Batch Headers, you may want to query existing Batch Names. This will ensure you do not enter a duplicate Invoice Batch Name Header. To query existing Invoice Batch Headers, Select **Query** → **Enter** from the Menu Bar. Enter '%first four digits%' (e.g. '%ROME%') and then Select **Query** → **Run**. This will display all the Invoice Batch Headers created for Borrower Overpayment invoice header batches.

**FYI:** Fields that are in red (e.g., Control Count and Control Amount) in this window identify amounts at the invoice batch detail level that do not match the amounts at the invoice detail level.

4. Click the Save icon in the toolbar and then Click on the Invoices button. The Invoices window appears.

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5. Enter the Student or Lender name for which you are creating the refund in the Supplier field. You may select the Supplier from the List of Values (LOV icon).

**FYI:** If the supplier name is not in the LOV icon, you need to enter the supplier information. See procedure on Entering Supplier Information.

6. Tab through the Supplier Number, Site, and Invoice Date fields in order to automatically populate them.

7. Click on and Enter information in the following fields:

- Invoice Number – use the following standardized nomenclature for Invoice Numbers:

Type of Invoice	Description	Example
Student Borrower Overpayment	<p>The first four digits are <b>ROME</b></p> <p>The fifth digit is the last digit</p>	ROME2333S000001

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Type of Invoice	Description	Example
	<p>of the fiscal year (i.e., 2 for fiscal year 2002)</p> <p>The next three digits are the schedule number (i.e., 333 for the first and then 334 for the next, etc.)</p> <p>The ninth, tenth, and eleventh digits are “S00” which is an “S” with two zeros designating a student</p> <p>The twelfth, thirteen, fourteenth and fifteenth digits are a sequential number (i.e., 0001 and then 0002, etc.)</p>	
Lender Borrower Overpayment	<p>The first four digits are <b>ROME</b></p> <p>The fifth digit is the last digit of the fiscal year (i.e., 2 for fiscal year 2002)</p> <p>The next three digits are the schedule number (i.e., 333 for the first and then 334 for the next, etc.)</p> <p>The ninth, tenth, and eleventh digits are “L00” which is an “L” with two zeros designating a Lender</p> <p>The twelfth, thirteen, fourteenth and fifteenth digits are a sequential number (i.e., 0001 and then 0002, etc.)</p> <p>The last nine digits are the</p>	ROME2333L000 001999999999

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Type of Invoice	Description	Example
	social security number of the student receiving the refund (i.e., SSN # 999-99-9999)	
Student Unapplied Payment	<p>The first four digits are <b>UNME</b></p> <p>The fifth digit is the last digit of the fiscal year (i.e., 2 for fiscal year 2002)</p> <p>The next three digits are the schedule number (i.e., 333 for the first and then 334 for the next, etc.)</p> <p>The ninth, tenth, and eleventh digits are “S00” which is an “S” with two zeros designating a student</p> <p>The twelfth, thirteen, fourteenth and fifteenth digits are a sequential number (i.e., 0001 and then 0002, etc.)</p>	UNME2333S000001
Lender Unapplied Payment	<p>The first four digits are <b>UNME</b></p> <p>The fifth digit is the last digit of the fiscal year (i.e., 2 for fiscal year 2002)</p> <p>The next three digits are the schedule number (i.e., 333 for the first and then 334 for the next, etc.)</p> <p>The ninth, tenth, and eleventh digits are “L00” which is an “L” with two zeros designating a Lender</p>	UNME2333L0000019999999999

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Type of Invoice	Description	Example
	<p>The twelfth, thirteen, fourteenth and fifteenth digits are a sequential number (i.e., 0001 and then 0002, etc.)</p> <p>The last nine digits is the social security number of the student receiving the refund (i.e., SSN # 999-99-9999)</p>	
Student EDS (Loan Consolidation)	<p>The first four digits are <b>LCME</b></p> <p>The fifth digit is the last digit of the fiscal year (i.e., 2 for fiscal year 2002)</p> <p>The next three digits are the schedule number (i.e., 333 for the first and then 334 for the next, etc.)</p> <p>The ninth, tenth, and eleventh digits are “S00” which is an “S” with two zeros designating a student</p> <p>The twelfth, thirteen, fourteenth and fifteenth digits are a sequential number (i.e., 0001 and then 0002, etc.)</p>	LCME2333S000001
Lender EDS (Loan Consolidation)	<p>The first four digits are <b>LCME</b></p> <p>The fifth digit is the last digit of the fiscal year (i.e., 2 for fiscal year 2002)</p> <p>The next three digits are the schedule number (i.e., 333 for the first and then 334 for the</p>	LCME2333EDS0001999999999

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Type of Invoice	Description	Example
	<p>next, etc.)</p> <p>The ninth, tenth, and eleventh digits are “EDS” which is for EDS loan consolidation</p> <p>The twelfth, thirteen, fourteenth and fifteenth digits are a sequential number (i.e., 0001 and then 0002, etc.)</p> <p>The last nine digits is the social security number of the student receiving the refund (i.e., SSN # 999-99-9999)</p>	

- Invoice Amount
- Distribution Set – Select one of the following applicable distribution sets from the LOVs:
  - **RO Student Refund** (borrower overpayment, student)
  - **RO Lender Refund** (borrower overpayment, lender)
  - **UN Student Refund** (unapplied payment, student)
  - **UN Lender Refund** (unapplied payment, lender)
  - **EDS Student Refund** (EDS loan consolidation, student)
  - **EDS Lender Refund** (EDS loan consolidation, lender)
- Transaction Code – Select **LS\_REFUNDS** from the LOV icon.

8. From the Invoices window, click on the Distributions buttons. The Distributions window appears.

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Distributions (DLS\_00) - R00CT28SEP2001-001A, Jack Doe

Action Edit Query Go Folder Special Help

Invoice Total 500.00  
Distribution Total 500.00

AP INVOICE DISTRIBUTION LINES

Num	Description	Amount	GL Date	Account
1		500.00	28 SEP 2001	4253XNY.B.01.135005.ENJB0000.A10.3302A.000.26

Account Description: FED DIR STUDENT.CATEGORY B.Year 2001.UNAPPLIED RECELACCOUNTING.DL

Status: Never Approved  
Posted: No

PO Number:

Prorate... 1    Reverse 1    View PO...    Calculate Tax

9. Review and Verify the Invoice Total, Distribution Total, and Account information.
10. Close out of the Distributions window. This returns you to the Invoices window.
11. Click on the Save icon in the toolbar.
12. Repeat Steps 5-10 for each invoice you need to create in this payment batch. When you have entered all the invoices, close out of all windows and return to the Navigator window.

**FYI:** You may duplicate records and fields you have already entered to minimize data entry for other invoices in this Invoice Batch Header. After you have created your first invoice, simply place the cursor in the Supplier field. Select **Edit→Duplicate Record Above**. Then, Update the unique fields for the new record.

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**Invoices (DLS\_OU) - R0RCT01OCT2001.003**

Action Edit Query Op Folder Special Help

Batch Control Total: 500  
Actual Total: 1000

Inv Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount
20	LS_REFU	01-OCT-2001	T2001.0001A	USD	500.00
20	LS_REFU	01-OCT-2001	R0RCT01OC	USD	500.00

Holds: 0  
Status: Never Approved  
Distribution Total: 0.00  
Posted: No

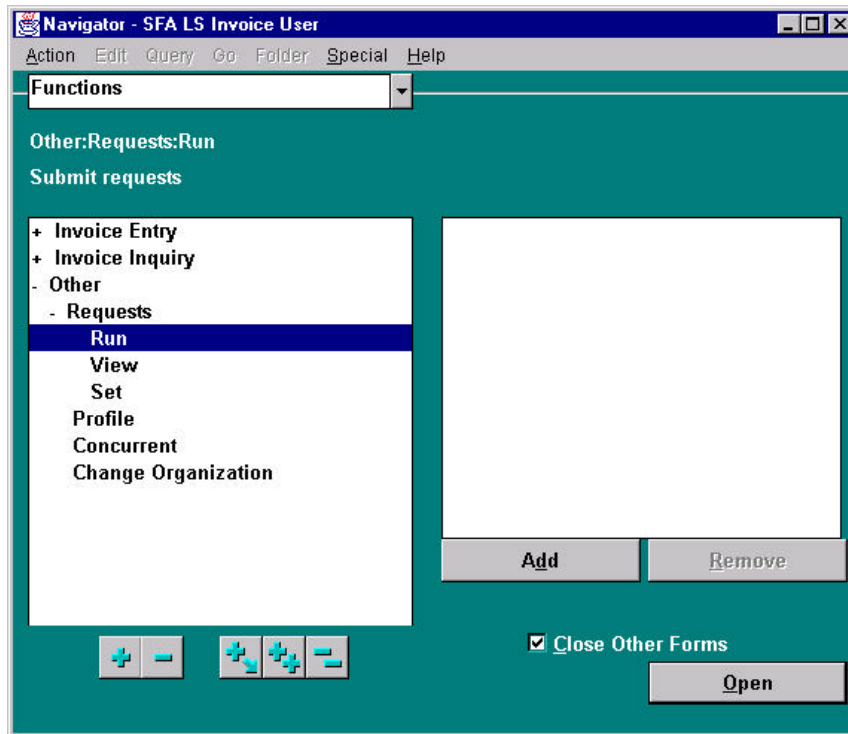
Actions... 1 Holds Payments Match

Scheduled Payments Overview Distributions

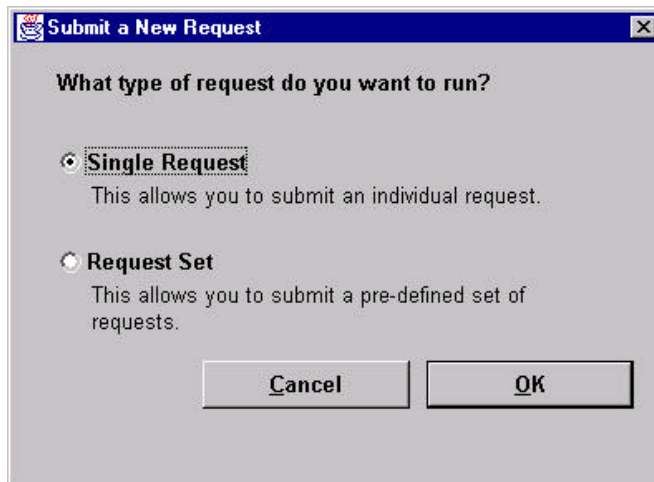
## Print an Invoice Register-SFA DLS Invoice User; SFA (Program) Invoice Manager

**NOTE:** Once you have created your invoices, you need to print the Invoice Register report to hand off to the manager so that he/she can approve the payment of these invoices. The manager will review the Invoice Register report with the original document to verify the invoices and the transaction amounts.

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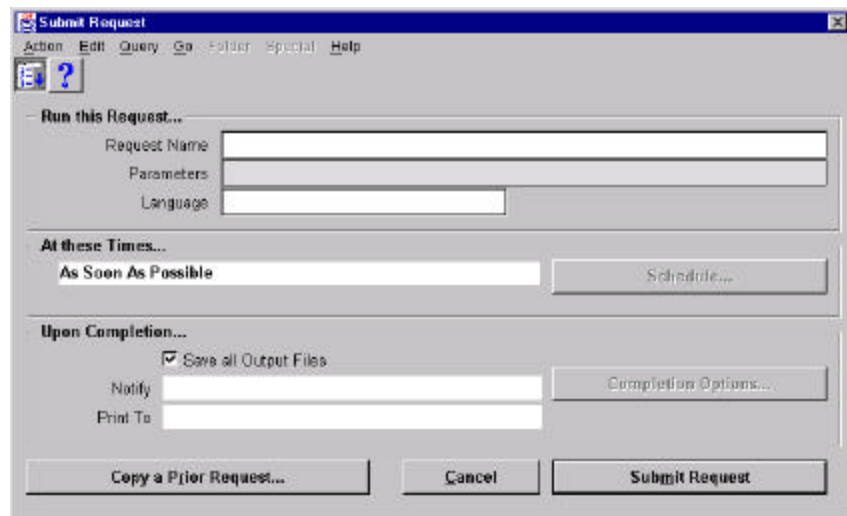


13. From the Navigator window, Double Click on **Others, Requests, Run**. The Submit a New Request window appears.

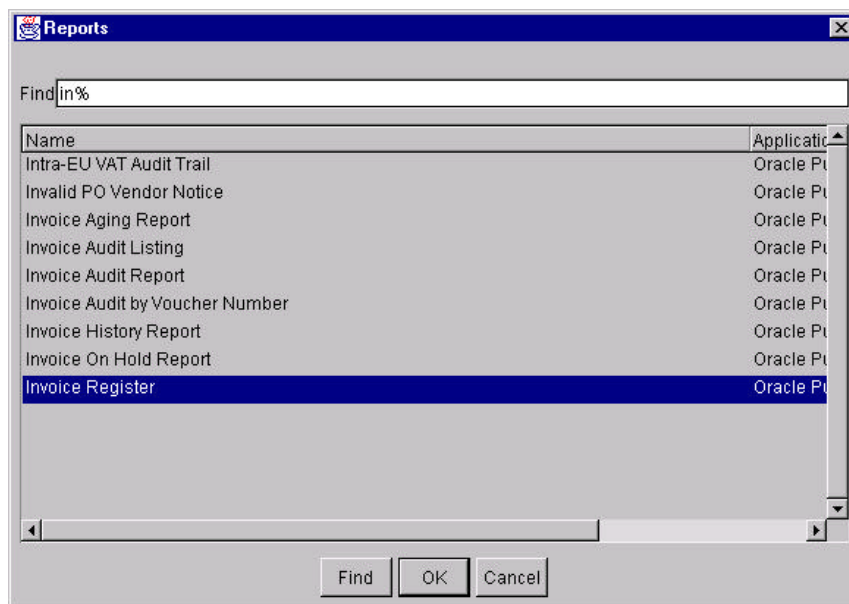


14. From the Submit a New Request window, Click on the OK button. The Submit Request window appears.

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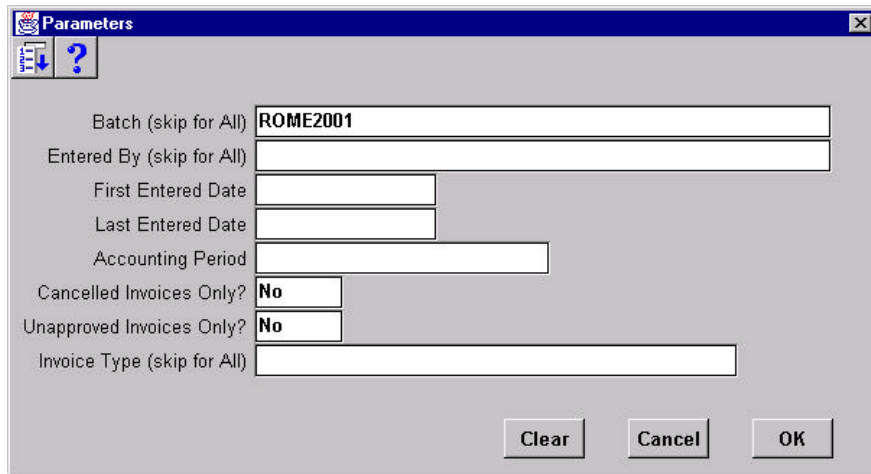


15. From the Submit Request window, Click on the LOV icon in the Submit Request window. The Reports window appears.



16. From the Reports window, enter 'in%' in the Find field and Select Invoice Register. Click on the OK button. The Parameters window appears.

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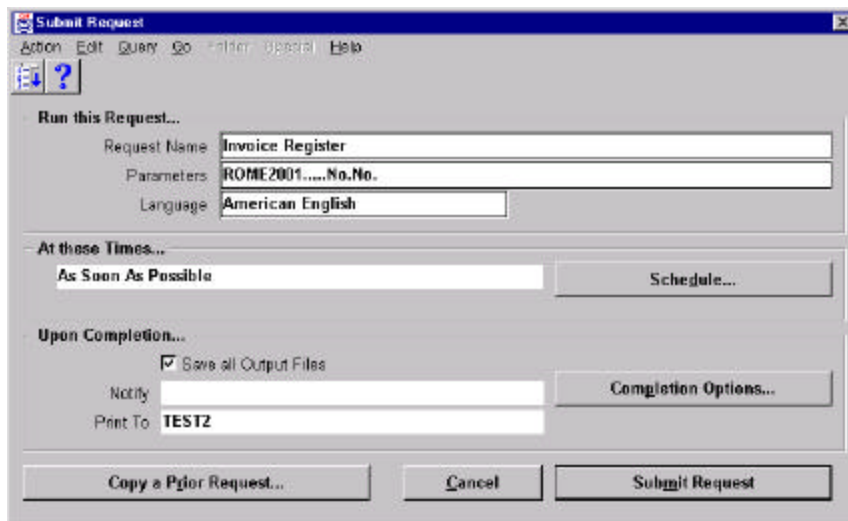


The Parameters dialog box contains the following fields and controls:

- Batch (skip for All):
- Entered By (skip for All):
- First Entered Date:
- Last Entered Date:
- Accounting Period:
- Cancelled Invoices Only?:
- Unapproved Invoices Only?:
- Invoice Type (skip for All):
- Buttons: Clear, Cancel, OK

17. Enter the specific Batch Name in the Batch Name field of the Parameters window and Click on the OK button. The Submit Request window re-appears.

**FYI:** You may enter *%first four digits of the batch name%* (e.g., %ROME%) in the Batch Name field and Click on the LOV icon. This will list the invoice header batches for borrower overpayments. You can select the invoice header batch from this list.



The Submit Request dialog box contains the following fields and controls:

- Run this Request...
  - Request Name:
  - Parameters:
  - Language:
- At these Times...
  - As Soon As Possible:
  - Schedule...:
- Upon Completion...
  - ☒ Save all Output Files
  - Notify:
  - Print To:
  - Completion Options...:
- Buttons: Copy a Prior Request..., Cancel, Submit Request

18. Click on the Submit Request button. The Request window appears.

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Requests

Action Edit Query Go Folder Special Help

Refresh Data Find Requests Submit a New Request...

Request ID	Name	Parent	Phase	Status	Parameters
170196	Invoice Register		Completed	Normal	RORCTB10CT2001.001, ..., N, N, ...

Hold Request View Details... View Output

Cancel Request Diagnostics View Log...

19. Click on the Refresh Data button until the Phase for the Invoice Register is 'Completed' and the Status is 'Normal.'
20. Click on the View Output button. This will open the Invoice Register Report.

Report: request ID - 191929

Action Edit Query Go Folder Special Help

Page 1 Font Size 10

SFA FMS Books Invoice Register

Currency: USD Data Entry Person: Entered Date From:  
Batch: RORCT28SEP2001-200 Entered Date to:

Supplier Name	Invoice Number	Invoice Date	Original Amount	Amount Remaining	Description
Jack Doe	RORCT28SEP2001-	28-SEP-01	500.00	500.00	
Item 1	4253XNY.E.G1.135806.EH380000			500.00	
	.A10.3300A.000.266.CN-N.00.0				
	000.L5 STUDENT.00				
Total for JACK DOE:			500.00	500.00	

Go To... < First < Previous Next > Last >

21. Print the Invoice Register report and give a hard copy to your manager for approval and payment.

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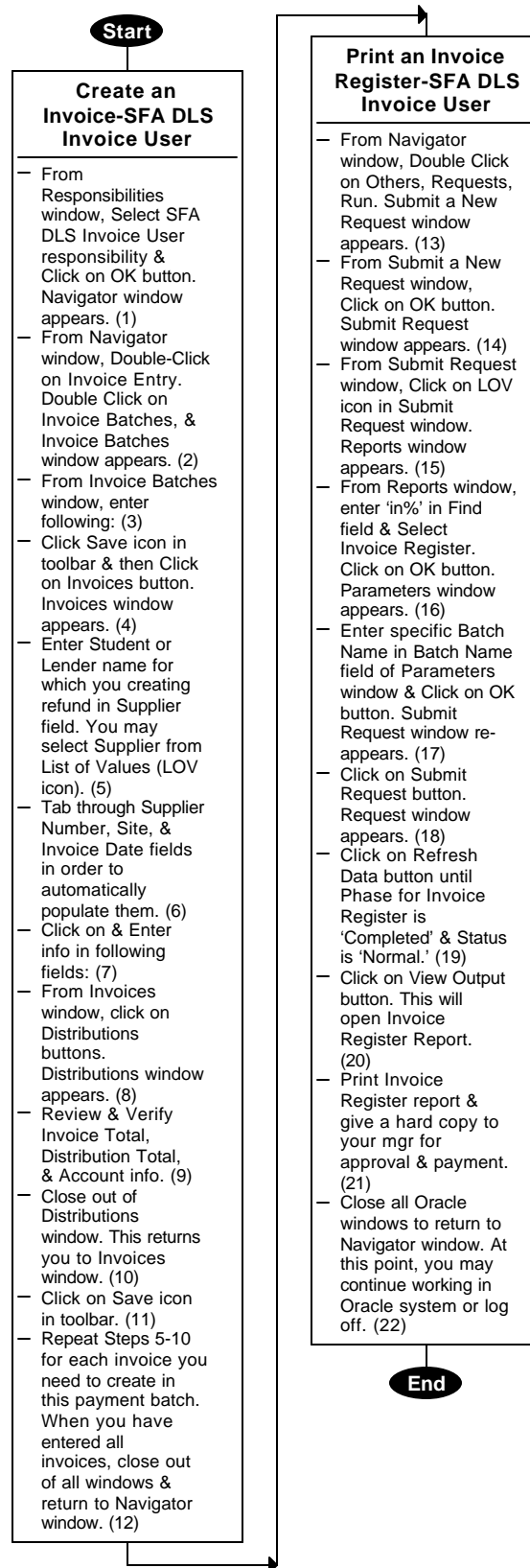


**FYI:** To print the report, Change the Font Size field from '10' to '8.' Then, Select **Special → Copy File** from the menu list of the Report window. This will copy the report into your web browser. From your web browser, Select **File → Page Set Up**. Change the default Orientation from Portrait to Landscape. ' The document is now formatted for printing. Print the document from your web browser and deliver it to your manager for approval and payment.

**NOTE:** You may also save the document and print it from Word. To save the document in Word, Select **File → Save As**. Save the document to your hard drive. You may name the document a unique name that will help you identify this specific Invoice Register. Once you have saved the document, Open Microsoft Word. Open the document you just saved. From the Menu Bar in Word, Select **File → Page Set up**. Format the document according to your specifications and Print.

22. Close all the Oracle windows to return to the Navigator window. At this point, you may continue working in the Oracle system or log off.

**End of activity.**



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